



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street, Suite 300  
Post Office Box 2940  
Little Rock, Arkansas 72203-2940  
Phone: (501) 324-9316  
Fax: (501) 324-9311  
<http://www.state.ar.us/dfa>

**MEMORANDUM**

**TO:** All State Agencies, Boards, Commissions and Institutions of Higher Education

**ATTENTION:** Professional Consulting Services Contracting Staff

**FROM:** Joseph A. Giddis, Director  
State Procurement

**DATE:** February 12, 2002

**SUBJECT:** Professional Consulting Services Contract

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The Review Committee held their monthly meeting February 6, 2002. Sole source Professional Consulting Service contracts (PCS) continue to be a concern to committee members. Justification letters and memoranda are generally following the guidelines of the October 11, 2001 memorandum, SUB: Professional Consulting Contracts (PCS). That memorandum, as well as others pertaining to PCS contracts may be found at <http://www.state.ar.us/dfa/purchasing/index.html> listed under the "Agency" box. Please ensure that you include information in your sole source justification letters that clearly addresses each of the points in the October 11 memorandum.

The RFP process allows for factors other than cost to be considered when evaluating a potential vendor's proposal. When the contract will be awarded based on factors other than cost, agencies must provide the committee a synopsis of those factors. That can be accomplished by including an attachment with the contract form, which list those factors the agency considered in making the contract award. This provides the committee members a clear picture of the criteria used in the award of the contract. If you have a question please e-mail either [nancy.cothren@dfa.state.ar.us](mailto:nancy.cothren@dfa.state.ar.us) or [jerry.hester@dfa.state.ar.us](mailto:jerry.hester@dfa.state.ar.us) for clarification.

The PCS regulation was reviewed by the Rules and Regulations committee and forwarded to the Legislative Committee, which meets February 15, 2002. You may find a copy of the final version on the OSP web site at <http://www.state.ar.us/dfa/purchasing/index.html>

The new PCS contract form is under construction and is currently scheduled for release February 2002. A copy will be posted on the OSP web site as an appendix to the PCS regulation.

The Arkansas Chapter of the National Institute of Governmental Purchasing will host a one day seminar titled, "How to Write Requests for Proposals (RFPs)" on Thursday, March 14, 2002. This one-day course, which deals with the fundamentals of writing, evaluating and awarding

contracts using the RFP method will be held at the Brewer-Hegemand Conference Center in Conway, AR. Hours will be 8:30 am until 4:00 pm. I have included the registration form for your information. This seminar will be very useful for those involved in all aspects of the RFP process.

When entering Professional Consultant Services contracts into the AASIS please refer to the attached "screen shot" for the proper location and entry data for the "Our reference" in ME21N. The only acceptable entry is PSC all upper case. Any other entry will not properly track PCS contracts. Remember the "Our reference" entry is PSC. Please ensure that the number that appears in the "Your reference" and "Tracking No" space also appears on the contract form. These entries are important if vendors are to be paid properly and promptly.

cc:  
Sen Fitch  
Rep Hausam  
Dick Barclay  
Tim Leathers  
DF&A Administrators

# NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

## SEMINAR REGISTRATION

The Arkansas Chapter of the National Institute of Governmental Purchasing will host a one day seminar titled, "How to Write Requests for Proposals (RFPs)" on Thursday, March 14, 2002. Seminar instructor will be Ms. Jennie Readey, CPPO, CPPB. This one-day course, which deals with the fundamentals of writing, evaluating and awarding contracts using the RFP method will be held at the Brewer-Hegemand Conference Center in Conway, AR. Hours will be 8:30 am until 4:00 pm. Registration will be \$175 per person for Chapter members and will include all course materials (for National members the cost is \$125 and \$225 for nonmembers). Lunch on your own. Class size will be limited to forty (40). Registration will be handled on a first come first serve basis. **Registration deadline: Wednesday, February 20, 2002.** If you plan to attend, please complete the registration form below and return by fax (501) 324-2233; email: [gail@pmm.lrsd.k12.ar.us](mailto:gail@pmm.lrsd.k12.ar.us) or mail to:

Gail Hester CPPB  
Little Rock School District  
Procurement & Materials Management Department  
1800 East Sixth Street  
Little Rock, AR. 7220

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## HOW TO WRITE REQUESTS FOR PROPOSALS (RFPs)

### SEMINAR REGISTRATION

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note:** Space allocation will be made upon receipt of registration. Payment must be made on or before date of seminar. Checks, payable to Arkansas Chapter, NIGP, should be sent to:

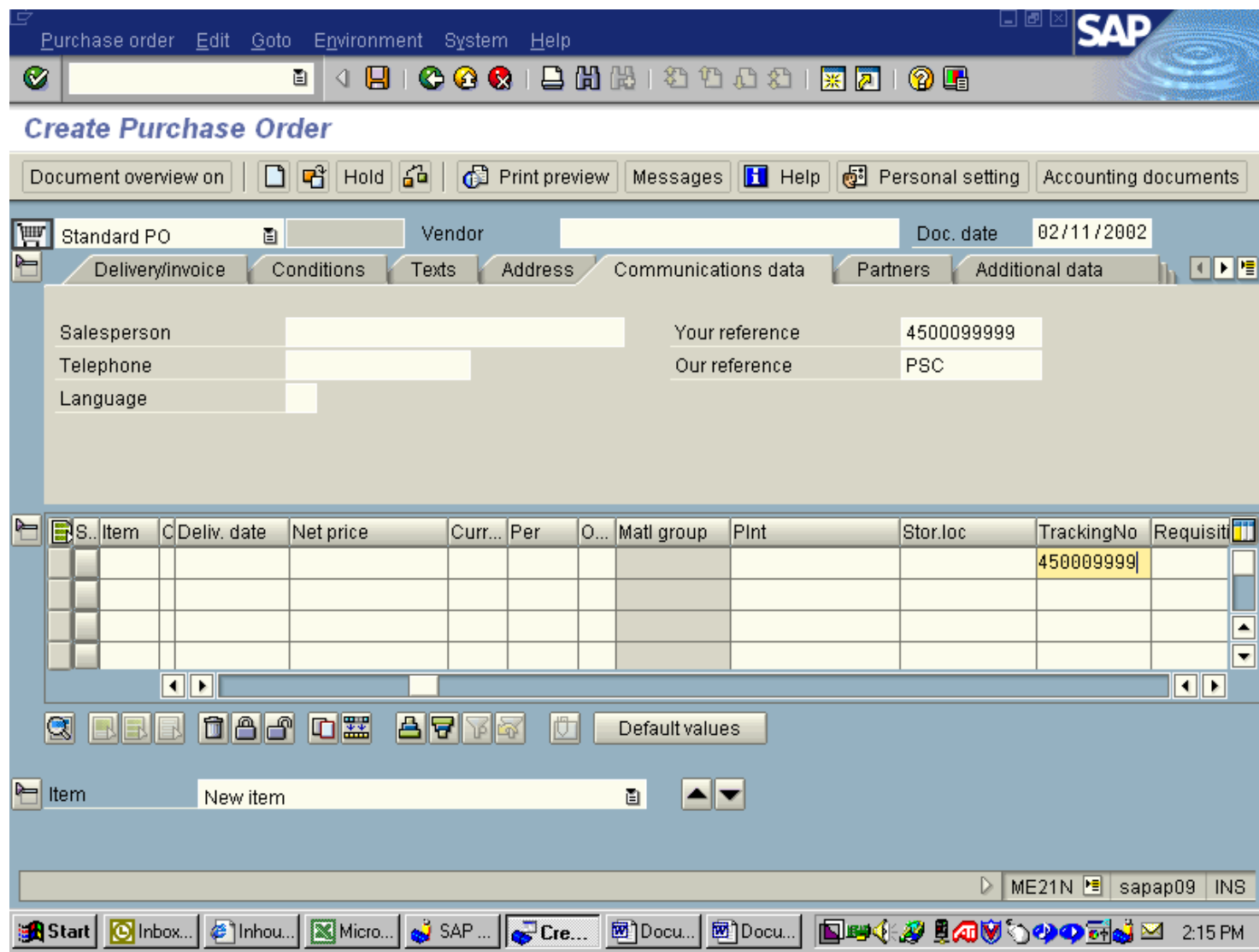
Arkansas Chapter, NIGP  
P.O. Box 76  
Little Rock, AR. 72203

Creating an AASIS **Professional Services Purchase Order** the following fields should have this information:

**OUR REFERENCE**     **PSC** in all Caps

**YOUR REFERENCE or TRACKING NO.**     **Professional Services Contract #**

**SEE EXAMPLE BELOW:**



The screenshot shows the SAP 'Create Purchase Order' interface. The title bar includes 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main window has a tabbed interface with 'Delivery/invoice' selected. The 'Standard PO' tab is active, showing fields for 'Vendor', 'Doc. date' (02/11/2002), 'Salesperson', 'Telephone', 'Language', 'Your reference' (4500099999), and 'Our reference' (PSC). Below these fields is a table with columns: S., Item, C, Deliv. date, Net price, Curr..., Per, O..., Matl group, PInt, Stor.loc, TrackingNo, and Requisition. The 'TrackingNo' column contains the value 4500099999. At the bottom, there is a 'Default values' button and a status bar showing 'ME21N', 'sapap09', and 'INS'. The Windows taskbar at the very bottom shows the Start button and several open applications: Inbox..., Inhou..., Micro..., SAP..., Cre..., Docu..., and Docu... The system clock shows 2:15 PM.

Purchase order Edit Goto Environment System Help

SAP

Create Purchase Order

Document overview on | Hold | Print preview | Messages | Help | Personal setting | Accounting documents

Standard PO Vendor Doc. date 02/11/2002

Delivery/invoice Conditions Texts Address Communications data Partners Additional data

Salesperson Your reference 4500099999  
Telephone Our reference PSC  
Language

S.	Item	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	PInt	Stor.loc	TrackingNo	Requisition
											4500099999	

Default values

Item New item

ME21N sapap09 INS

Start Inbox... Inhou... Micro... SAP... Cre... Docu... Docu... 2:15 PM